



**City Manager's Report
April 17, 2019**

Dear Mayor Moore and Councilors,

It is my pleasure to update you on some of our current project highlights.

- **Lincoln County Housing Strategy Implementation Plans:**

- **Background:** The signed MOU is in the document library attached to the December 12, 2018 City Manager Report & January 16, 2019 Council Packet. The MOU memorializes a no-cost working relationship between the Oregon Department of Land Conservation and Development and Lincoln County. The goal is to develop a regional housing implementation strategy for Lincoln County. The final report is to be completed on or before June 30, 2019.

On January 16, 2019 Wayne Belmont spoke to Council to discuss 2 opportunities for Yachats to participate. Planner Dave Mattison has been appointed to the technical advisory committee (TAC), which will identify existing reports, data, codes, fees, and similar housing related materials that will be analyzed to see what gaps exist.

Councilor Max Glenn has been appointed to the policy advisory committee (PAC) which will review the gap analysis, and the goals and strategies and implementation of the regional plan.

- Planner Dave Mattison participated in the TAC Committee meeting on April 9, 2019. The meeting was facilitated by the Angelo Planning Group, was broken down into a number of different pieces.

The Facilitators began by discussing the progress which includes:

- 1) Telephone interviews were conducted with over a dozen different organizations and stakeholders that provided an understanding of affordable housing and rehabilitation Loan programs and future steps for the County.
- 2) Advice for steps to revive City partnerships with the Home Rehab Loan program.
- 3) The need to speak to the Community Services Consortium.
- 4) Completion of a memo in a couple weeks addressing the rehab loan program.

A list of the stakeholders was presented to the Committee. It identified the key themes such as a need for all types and prices of housing in the County; and a response to each stakeholder's interest in and/or experience with housing within the County and its communities. A list of programs to support affordable housing and struggles with the programs was discussed. Once the consultants have completed the interviews, they will be able to draft a preliminary set of recommendations related to resuming the home loan rehab program in a couple weeks.



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- **Coastal Managers Meeting:**

- Planner Dave Mattison attended the Coastal Manager's meeting on April 11. He reported that there was a presentation by the State on landslides. The data hasn't been completed for Lincoln County yet, but will enhance the location of steep slopes and potential landslide in the community. In addition, coming soon, will be the 2019 Landslide Guide which may be able to assist residents in preparing and preventing landslides.
- In a discussion with other communities, the idea of requiring further geo-hazard reports if any steep slope is on a piece of property might be a safer route to take to prevent possible slides. Right now the City only requires a geo-hazard report if the location of construction is at 12% slope or greater. Under new code if any portion was located on a site with 12% slope or greater we could require a geo-hazard report. In addition, there will be a State Goal 18 (Beaches and Dunes) Meeting on April 29th in Newport which the Planner will attend.

- **Website Redesign:**

- **Background:** In July 2017 the City issued an RFP for a website re-design. The background leading up to the issuance of the RFP is in the document library labeled *Council IT Memo*. Throughout an extensive process, the City decided to sign a contract with Civic Plus to redesign the City's website and provide a robust integrated reservation system. Civic Plus (www.civicplus.com) specializes in municipal web design and software. The Civic Plus contract is in the document library. The goal is to complete the redesign and reservation system on, or around, June 30, 2019.
- Implementation will require 2 processes. First for the Reservation system *CivicRec*. The second for the remainder of the website redesign *CivicEngage*. CivicRec has a launch date of May 10, 2019 and CivicEngage has a launch date of June 24, 2019. Timelines were attached to the February City Manager Report.
- Please review the 2 attached memos from Project Coordinator Helen Anderson regarding website updates. We have worked with Mark Clements to download the existing document library onto a hard drive. Mark indicated that the document library currently stores all its documents as "blobs" in the database, so there was no backend file structure. Mark wrote a script to extract all files to a simple category structure and it is now stored on a hard drive.

- **Library Expansion/Remodel:**

- We were able to obtain a much more economical way to get designs that we can go out to RFP with. We have completed those and we are working with the Commission to move forward with a funding plan and expansion of the library.

- **Little Log Church and Museum Repairs:**

- **Background:** The Little Log Church walls are made from natural logs, setting on a post and beam foundation system. The original log structure was completed in 1930. Modifications to the exterior church walls were made in the mid 1990's, which consisted of replacing selected wall logs with new peeled logs. The attached museum structure has



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walls made from log siding material. The museum foundation has a concrete stem wall and footing around the perimeter, and interior post and beam floor support. There is a crawl space access on one side of the building, with a narrow opening for access. The full engineer's analysis is in the document library labeled *LLC&M Engineers Analysis*. We had been utilizing Red Hat Construction to narrow down options for the LLC&M, but due to the demands of the Contractor and concerns about the continued deterioration of the LLC&M, we moved forward with the Engineer's Analysis.

- We utilized the same firm as the library to produce work that is sufficient to go out to RFP on. We have received information that the rot may be more extensive than even previously contemplated. We are working with Parks & Commons and the Little Log Church & Museum Board to develop funding plans and a strategy for the preservation of our historical property.
- **City Entrance Signs:**
 - Updates to the North and South City entrance signs have been approved in the FY19 City capital improvement plan. The artwork, and \$5,375.00 quote (which is less than the budgeted figure), have been approved by the Parks & Commons Commission and City Council. The quote is attached to the December 12, 2018 City Manager report.
 - Sanding and priming has been completed and they are starting to add the color. Please see attached photos. The second photo shows the background image that insets in the carved piece. All the metal for the internal structure of the stone work and will be starting the welding.
- **Multi-Purpose Room Flooring:**
 - Monday, January 7, 2019 the Contractor discovered that the tile under the old laminate flooring is not stable enough to glue the new flooring to and must be removed – otherwise our new flooring would fail.

Due to a State Law that went into effect January 1, 2019, all building materials that are removed from a building - that were installed prior to 2008 - must be tested for asbestos before they can be removed. The laminate flooring - that had been laid on top of the tile and had been separating - was installed in 2012-13 so it doesn't need to be tested.

The tests revealed that there is no asbestos in the tiles. Installation is now complete. They did find additional dry rot under the floor. That has been remedied through this process.
- **FY20 Budget:**
 - The budget is being refined with the great work of the Finance Committee. Representatives from the Community and each Commission have been reviewing and working on the budget.
 - The City is in good shape financially and that was prioritized by the Committee as we looked for ways to cut down on wish lists to be responsible financial stewards for Yachats sustainability.



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- **Farmer's Market:**

- Parks & Commons will review proposals for a Vendor run Farmers Market at their next meeting. Upon review they will bring their recommendation to the Council at the May 1 meeting.

- **Ocean View Drive:**

- **Background:** In October 2001, the City of Yachats entered into a settlement agreement. One of the items in the settlement agreement was for the County to transfer Marine and Ocean View Drive, and the trail to the City for transportation and pedestrian usage and to implement the Village Circulation Plan adopted by the City. This agreement is in the document library.

Work on this project paused around April 2017 due to attention required on other City and County projects. However, at the City Manager's request, monthly meetings to resume progress on this project began in October 2017. If weather conditions permit, it is the goal to complete this long outstanding project by June 30, 2019.

- **Summary of January's Monthly Meeting:**
 - **Property Easements:** Easement language has been drafted and approved by the City Attorney. The Planner will be working with the 5 impacted property owners to finalize the easements. The County has offered to cover the costs of recording the easements.
 - **Archeologist:** The State Archeologist was supposed to deliver a scope of work for the identified areas for the City and County to review by February 15, 2019. This did not occur. Upon acceptance of the scope of work, the archeological study will begin. Delays here will impact the goal date to complete this project.
 - **Guardrails:** Subsequent to the Archeological Study findings, new guardrails will be installed before the overlay is completed. The original Mid-March timeline is delayed until the archeological study can be completed.
 - **Culverts:** Yachats PWD identified 9 culverts running under Oceanview Drive. One of the culverts runs underneath Highway 101. The City and County have identified culverts that have the most wear and will work on placing inserts in those culverts to extend the life of the culverts. These inserts can be installed around the end of March.
 - **804 Trail Improvements:**
 - The County, City, and Trails Committee discussed, and agreed, to find and compact a better material to provide greater stability on the Trail.
 - The County, City, and Trails Committee discussed improving signage along the trail and including educational, wayfinding, and distance signage. Additional meetings are occurring to discuss these items and develop a signage plan.
 - The County, City, and Trails Committee discussed the Boardwalk that was taken to Council in 2018. The archeological study noted above will review this area.
 - The County, City, and Trails Committee discussed the possibility of having viewing decks at the park at 7th and Oceanview Drive and the property towards the end of



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Oceanview Drive where the pump house is located. A member of the Trails Committee will draw a rendering of the decks and the City and County will work together utilizing mitigation funds.

- Property Connection between Marine Drive: The 804 Trail is connected from Aqua Vista to Marine/Oceanview Drive through a property that links the 2 streets. The County has asked the City for input on ideas for the Property. The trail easement would be maintained; however, the question is what ideas would look like for the remainder of the property. Ideas ranged from affordable housing to selling the properties (retaining the trail easement) for development and placing those funds into the mitigation account.
 - City Planner, Larry Lewis provided renderings about what could be built on each lot with current code setback requirements. The lot on Marine Drive could do a footprint of approximately 1800 square foot building footprint and the lot on Aqua Vista could hold a 2450 square foot building footprint (document located in the December 12, 2018 City Manager's Report)
- Street Condition/Paving:
 - On December 13, 2018 the City's Engineer of Record (Westech), County, and City Representatives met to discuss the condition of Oceanview/Marine upon transfer. These discussions will continue as we develop more information from the archeological studies and warmer paving conditions develop.
- City Hall Proposal:
 - Background: At the direction of Council, the City Manager presented a proposal for architectural work to develop a conceptual design for City Hall at the 501 Building. The City Manager eliminated the multiple designs and 2 in-person trips by the architect, reducing the initial proposal by \$3400. The proposal includes only 1 in-person trip with multiple teleconferences about special needs and desires for multiple uses within the 501 building. The architect also stated if the City wanted him to come to a Council meeting and/or do a Charette with the public, those would be at additional costs.
 - The last meeting with the architect was January 11, 2019. Given the architect's current pricing structure with the Library, we will look for more economical options to implement the work following progress on the Library and Little Log Church & Museum.
- FY19 Financial Accomplishments:
 - The City was awarded \$100,000 ODOT Small City Allotment grant towards the East 2nd Street Improvement Project. A copy of the grant is in the document library attached to the December 12, 2018 City Manager Report.
 - The City was awarded a \$20,000 grant for our Water Master Plan update by the Oregon Infrastructure Finance Authority.



**City Manager's Report
April 17, 2019**

Public Works Report:

Date: April 1, 2019

To: Shannon Beaucaire, City Manager

From: Public Works Department

Re: March 2019 Public Works Report

Rain fall at Yachats Public Works:

Year	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
March	3.06	7.12	13.85	8.49
Rain year to date:	21.50	25.82	38.38	24.50

Total water production: 3,720,600 gallons Water loss efficiency: 90.4%

Total wastewater treated: 7,880,000 gallons

The following is a list of what was done by Public Works staff outside of normal operations:

Streets:

- Bladed and rocked Shell Midden Way.
- Filled eight potholes and street cuts on King St. and 4th St.
- Contracted to have a leaning tree on Horizon Hill removed.

Drainage:

- Cleaning a silted in culvert on W. 6th.

Water:

- Plant maintenance.
- Cleaned Reedy Creek headworks.



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Distribution Sys:

- Working on fire hydrant at the Adobe.
- Meters read.
- Meter maintc.
- Prepped for water system flushing.
- Repaired water leaks on W.3rd and on Hwy 101 N.
- Installed water meters on Village Lane and Driftwood Lane.

Sewer:

- Updating DEQ required lab Quality Assurance Program.

Collection Sys:

- Inflow & Infiltration inspection.
- Main pump station pump #3 repaired and reinstalled.
- CCTV'd 180 feet of sewer main on Aqua Vista.
- Service line tracing on Blackstone.
- Pontiac pump control issues, electrician called.
- Degreased Riverside, Pontiac and Main P.S.

Public Works:

- Fleet maintc.
- Ford Ranger back online with new clutch system replaced.
- Leads working on budget process.
- Repaired hydraulic leak on bucket truck.
- Shop cleaning and facility yard clean up.

Commons & City Hall

- Nothing to report.

Parks & Trails:

- Picked up piles of debris.

Sewer & Water CIP:

- Working on the Ocean View Drive Project.
- Working on pole bldg. at the WWTP.

TO: City Council, City Manager
DATE: March 28, 2019
FROM: Helen Anderson
Project Coordinator for website redesign
RE: Documents on website and Admin Policy 14

During the Civic Plus Consultant's onsite visit from March 19-March 21, 2019, Natalie informed us that ADA accessibility/compliance has become a major issue for municipal websites. Most of the 6,300 documents in our document library are non-compliant.

Natalie indicated her next three weeks were with clients who have been sued over ADA accessibility. She explained it has become profitable for advocacy groups and companies to file suits on behalf of the disabled without having any interaction with the cities themselves. She added that the current Federal Department of Justice has been instructed to not pursue ADA accessibility issues that has resulted in a surge of nonprofits, advocacy groups, and other companies filing cases against municipalities.

It would be extremely costly for the City to get all of the documents in the existing document library to be compliant. All hard copies would need rescanning on a copier that could be set for ADA compliance or editing to be graphically compliant.

The consultant explained that best practices for government sites is to only keep dated documents going back three or four years. The State has requirements on document retention based on the type of document. Our plan for the new site is to follow the State retention requirements. Of course, any document that had ongoing usefulness will be migrated to the new site.

I noticed in Admin Policy 14, there is a stipulation that all public records, plans, studies, reports and such since 2004 shall be put in the online document library. According to best practices and the ADA compliance issue, this requirement is a truly bad idea. These documents will be kept digitally or in hard copy form so as to be available through public records requests.

Admin Policy also states that final versions of a document must be stamped "Final Version." This requirement presents clerical problems, including but not limited to:

- Stamping requires a paper copy
- Stamping might cause a document to become ADA inaccessible
- Most documents are continually revised so a "Final Version" draft would likely become a draft
- There is no need to identify final versions when only the most recent documents will be posted online.

The City has not been adhering to this policy, and it would be ideal if it could be updated to reflect best practices of the new website before it goes live in late June 2019.

Admin Policy 14 is copied below and I've highlighted in yellow the section pertaining to the Document Library.

ADMINISTRATIVE POLICY NO. 14 PUBLIC ACCESS TO DOCUMENTS

OBJECTIVE

Defines conditions by which an individual may obtain, through public access laws, documents and/or copies of documents.

Record Classification

- All records shall be considered public unless they are listed as exempt.
- All new correspondence or testimony related to City, Council or Commission business shall be delivered to the main office at city hall so they can be classified and scanned if the documents are to be added to the document library.
- Documents exempted from the document library include the following:
 - e-mail
 - phone calls
 - bills, invoices, advertisements, magazines, catalogs
 - utility billing records
 - payroll data
 - draft staff records including preliminary budgets and CIP work papers (capital improvement planning)
 - audit work papers
 - personnel records
 - large format documents like engineering plans, maps, as-built diagrams may be excluded when the City lacks the ability to scan documents and digital version are not available.

All organizations performing work for the city that results in a written document shall submit a digital copy to the City Recorder along with the print version. This requirement shall be included in all future contract documents.

Public Access:

- All public records since July 1st 2004 shall be available in the on-line Document Library.
- All active plans, studies, reports related to plans or projects shall be available in the Document Library.
- The final version of draft documents shall be marked as "Final Version"

• Documents with confidential information may be exempted or sensitive information shall be redacted.

- The public can obtain printed copies from computers at the Yachats Library if they do not have a printer at home. The cost per page shall be the prescribed amount for using the library public printer.

• Original documents shall be retained in the archive of printed public records stored at the sewer plant

1. The City shall provide a copy of this Policy as a written procedure for public records requests. Requests for information shall be in writing on a form provided by the City Recorder. The form shall also serve as the City's response as required in Section 11.

2. Any single document, which is easy to access, to which the public has access must be shown upon request.

3. Copies of up to five pages in length will be copied immediately at a cost of 15 cents per page upon request.

4. A request for more than 5 pages will be supplied at a cost of 15 cents per page as time constraints on the staff allow.

5. The person requesting the documents has the option of paying the staff overtime for the requested documents, or paying for the time of a part time person, hired by the City, to do the copying. The 15 cents per page charge shall also apply.

6. Persons with requests for documents which will require extensive research and copying may apply to City Council, or their designee for authorization to conduct the research, and make the copies themselves. All research will be conducted at the City Hall office, and all copies will be made on-site. City staff will assist in, and supervise all original document review, and equipment operations. The 15 cents per page charge shall apply.

7. All documents that will assist citizens in effectively participating in the planning process will be made available to the public, if the Council determines they are consistent with State and local laws for the protection of personal privacy, confidentiality, and exempt records law.

8. The Citizen Involvement Program, as adopted by City Council will be followed concerning public access to all planning and land-use documents.

9. The City Recorder may obtain legal advice from the City Attorney before releasing any documents if there is a question regarding exemption status.

10. The City Council may establish fees that are reasonably calculated to reimburse the City for its actual cost in making such records available. This fee may include the costs for summarizing, compiling, or tailoring a record, either in organization or media, to meet the person's request; a charge for time spent by the City staff in locating the requested records, reviewing the records in order to delete exempt material, supervising a person's inspection of original documents in order to protect the records, copying records, certifying documents as true copies, or sending records by special methods such as express mail; and, a charge for attorney time reviewing and segregating records.

11. A written response must formally acknowledge the receipt of the request and include at least one of the following:

- A statement that the public body is not in possession of the requested records;
- A request from the public body clarifying the request;
- Copies of the requested records;
- A statement that the public body is in possession of at least some of the requested records, the amount of time the public body needs before the records will be available to the requestor and a cost estimate for providing the records;

- A statement that the public body is uncertain if it is in possession of the records and the amount of time the public body needs to search for the records; or
- A statement that the public records are exempted from public disclosure under state and federal law.

When appropriate citizens shall be informed about the document library.

Fees as established by Resolution No. 2005-04-03

Research Fee

A fee of \$25 per hour shall be charged for any public document request that requires more than minimal time for City Hall staff to locate the requested documents and/or produce copies. If the estimated time will exceed one hour, the individual making the request shall pre-pay up to \$100 of the estimated fee before the research is initiated. When the deposit has been used staff will contact applicant for authorization to continue the research. Upon completion of the research the individual shall pay any additional costs based on the actual time at the hourly rate. The City will refund any un-used portion of the pre-payment. Copy charges shall apply to any copies made.

Photocopies

Photocopies

Single-side, letter or legal size Double side, letter or legal size Over-Size (11 x 14)

Color Copies

15¢
10¢ per side 50¢
\$1.00

\$2.50 50¢

Actual Cost - (hourly wage x hours)

FAX Transcription

1-5 pages
each additional page

TO: City Council, City Manager
DATE: March 28, 2019
FROM: Helen Anderson
Project Coordinator for website redesign
RE: Civic Plus Consultant Visit

Natalie Blair, Civic Plus consultant, was here for three days last week (March 19-21, 2019). We had a very productive time and were able to generate the site map and identify the content that needs migrating or uploading to the new site. The City has a deadline of April 12, 2019 to get information to Civic Plus that is not currently on the website.

I will be working with staff to get their respective areas updated and uploaded. I will be going through the critical documents on the current site to ensure they are the most current version. In preparing for this consultation, I noted most of the forms on the website were not the current version and was reminded that there are many versions of a given document attached to the site.

Best Practices

1. **Single Document Version**: Ms. Blair explained the best practices for a site and emphasized there should be only one version of a document online. When that document is replaced or modified, all links to it are consequently updated. There are currently around 6,000 documents in the document library. I estimate at least half of those are duplicates. We will be getting a download of all documents in the document library, and we will be able to eliminate the duplicates and ensure no documents are lost in the content migration.
2. **ADA Compliance**: Ms. Blair stressed the importance of ADA accessibility in website materials. The requirements enable screen readers and translators to function effectively. Staff are beginning the process of learning the formatting and content issues that must be followed with in all documents. I am sending a separate memo regarding this issue and existing documents and Admin Policies. In short, non-compliance has become an issue for which municipalities are being sued.
3. **Less Is Better**: Ms. Blair explained that websites previously strived to be a “one stop shop” for everything related to their topic. However, with advances in internet usage and internet searchability, consumers are becoming more adept at finding what they need. This phenomenon is evident in the trend that people will not stay on a website for more than two or three clicks. This trend means that a website is more useful when it has simple and intuitive navigation and focuses on the primary reasons for its existence. For Yachats, this approach means the focus of the City’s website should be on the services the City provides and not on information provided by other websites. For example, a Chamber of Commerce typically has information on shopping and lodging, so the City does not need to provide that information, only to link to the Chamber’s site.
4. **Search Engine Optimization**: Search Engine Optimization (SEO) is a coding technique that maximizes interactions with various website search engines (e.g., Google) so that keywords better filter to results that the user wants. Our current site has never been SEO optimized, which is why you will see our yachatsoregon.org site far down the list when you type “Yachats Oregon” into Google. Having websites stay focused on their primary purpose also helps search engines work more effectively.

Input on Design and Content

We held twelve meetings with various groups during Ms. Blair's visit. Our goal was to hear from each group that would be involved with a page or pages on the site (e.g., Public Works, the Library, Planning, Emergency Preparedness, etc.). We went through what was on the existing site and what was desired. Participants were extremely helpful in identifying their needs. We had a presentation for the Council, Commissions, and Committees where Ms. Blair provided information on the goals, best practices, responsibilities and deadlines. The Mayor and Councilor Kerti attended, as did six others. We had a meeting targeted to the business community in which two people participated. And we set aside two hours to take input from the community and general public. Three people came to that session and had very useful comments and suggestions. Additionally, Ms. Blair met with the primary team working on the website project multiple times.

Going Forward

Our task now is focused on gathering documents or drafting information on what will be on the new site. I am checking the last three years of minutes for ADA compliance. We are working with our coder, Mark Clements, to get the document library loaded onto a hard drive so we can ensure we do not lose any documents in the conversion.

CivicRec

We continue to make great progress on setting up the CivicRec reservations software. This software is very powerful in terms of tracking and reporting. It also increases our transparency in having renters read and agree to the use policies. This part of the website should be ready for use in May 2019. We will be able to thoroughly test it before the website goes live in late June 2019.

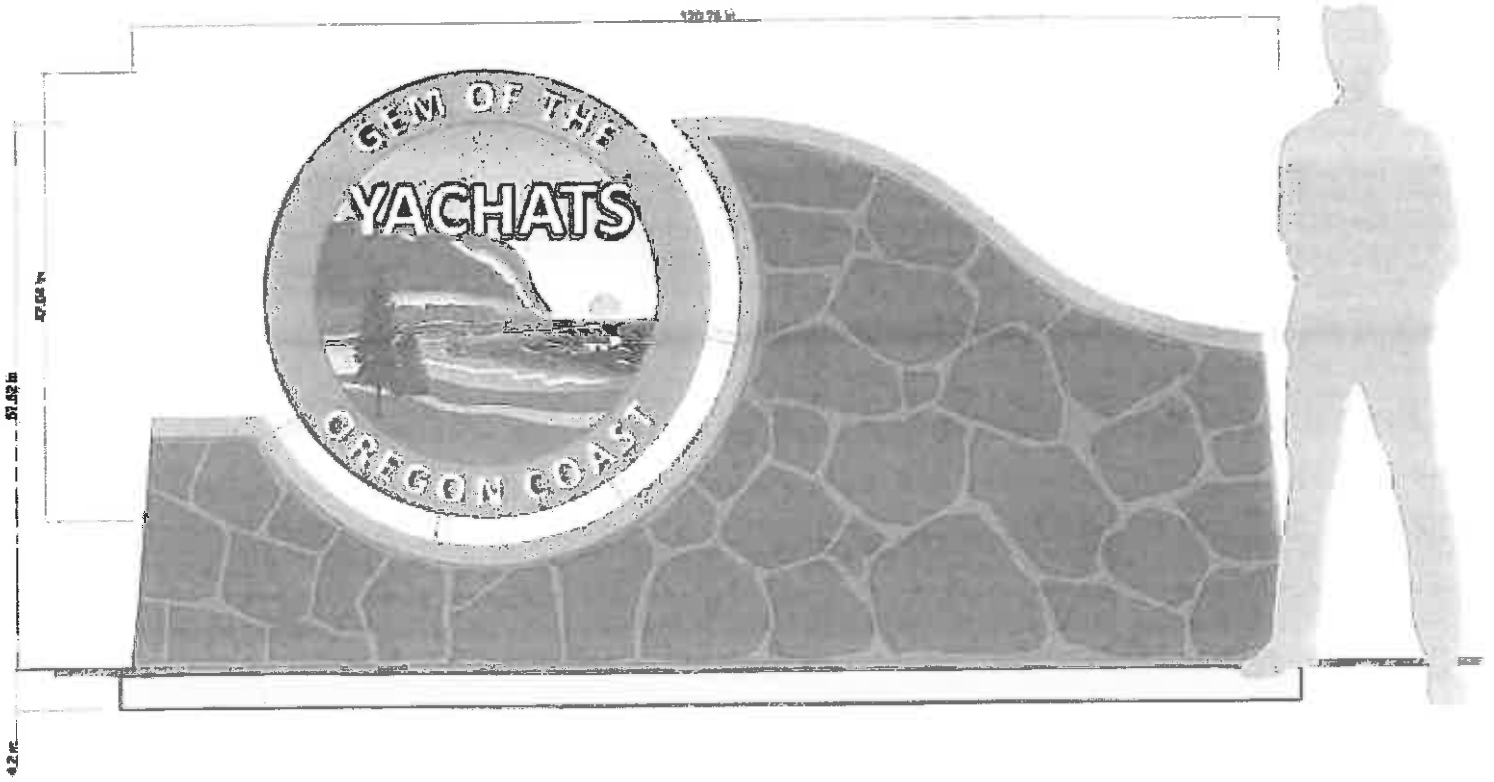
We are on track to go live with the new site in late June 2019. This date includes three weeks to conduct beta testing to ensure the bugs are worked out before we take down the yachatsoregon.org site. The new site will have the yachatsoregon.org URL. I will get you access to the new site as soon as the design is that far along.

While there will always be someone who likes the old way better, I think most people will find the new website to be extremely helpful.





South Entrance Sign - City of Yachats - Yachats, Oregon



<p>Client Name: City of Yachats Shannon Beaucaire Location: 441 N. Hwy 101 Yachats, OR 97498 Phone: 541-547-3565 Cell: cell 541-272-7390 Email: Shannon@YachatsMain.gov</p>	<p>Start Date: 06/14/2018 Last Revision: 00/00/0000 Job#: 1000 Drawing #: 1000av1s1/r1 Page: 1 of 1</p>	<p>CLIENT APPROVAL</p> <p><i>[Signature]</i></p>	<p>FILED BY: [Name] DATE: [Date] TIME: [Time]</p>
<p>LANDLORD APPROVAL</p>			<p>DATE: [Date]</p>

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